

2.3 Working With Documents

Close the New Document Task Pane

(click on the x)

Key in your *Firstname*, a *space* (using the Space Bar) and your *Lastname*

(notice that the letters of your name started at the insertion point)

Press the *Enter* key (to start a new line)

Key in your *Street Address* then press the *Enter* key

Key in your *City*, *State* and *Zip Code* then press the *Enter* key

Changing the insertion point

(using the Mouse and Arrow keys)

Using the Edit Keys

(Backspace, Insert, Delete, Home, End, Page Up, Page Down)

Saving a document

Click on the **Save Icon**

(it looks like a diskette and is the 3rd from the left in the Standard Buttons)

This will bring up a window that says **Save As** in the Title Bar

An area right below the Title Bar will say **Save in:** and show the default folder

(The default folder in WinstonNet is a sub-directory with your user name)

Below the **Save in** location is a list of your current files or other sub-directories

(This area should be empty except for 1 folder labeled **Windows**)

Below that is a **File name:** area that has your first name and last name in it.

(Word assumes that you want to name the file with the first text in the file)

Delete your name (using a method of your choice) and key in the word *name*

Then click on the **Save** button

(This will save a file called **name** to your user account in WinstonNet)

Exit Word

(click on Word's Close Control Button)